



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

REGISTERED VETERINARY TECHNICIAN

Class No. 005710

■ CLASSIFICATION PURPOSE

To provide limited medical care to animals; to assist veterinarians in the health care of animals and the analysis of animal disease; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Registered Veterinary Technician is a paraprofessional class found in Animal Services and Agriculture/Weights & Measures departments. Incumbents work under the direction of licensed veterinarians to perform routine medical and emergency procedures, euthanasia on impounded animals, and necropsies. Registered Veterinary Technician differs from the Animal Control Officer classes in that the latter enforce animal control laws and do not require possession of registration as a Veterinary Technician in the State of California.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Prepares animals for surgery; induces and monitors anesthesia.
2. Assists veterinarians with surgery and necropsies.
3. Performs routine clinical laboratory tests.
4. Autoclaves and maintains all surgical packs.
5. Implants microchips into animals placed for adoption.
6. Renders emergency treatment in life-threatening situations to sustain life.
7. Performs follow-up treatment as prescribed by a veterinarian.
8. Screens animals for adoptions.
9. Examines all animals coming into the shelter and determines if referral to a veterinarian is necessary.
10. Performs dental prophylaxis and evaluation.
11. Assists staff in proper euthanasia techniques utilizing injection methods.
12. Maintains records and files using a computer.
13. Stores and maintains inventory of medical supplies.
14. Provides expert witness testimony in court cases related to animal cruelty and neglect.
15. Documents medical progress in cruelty cases and provides case management for long-term "in-custody" holds.
16. Removes tissues from dead animals for diagnosis.
17. Provide courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state, and county laws, regulations, and ordinances governing rabies quarantine, impounding, releasing and destruction of animals.
- Euthanasia techniques.
- Drug Enforcement Administration (DEA) record keeping requirements for Schedule II narcotics and SHARPS biohazard waste.
- Physical and behavioral characteristics of common breeds of dogs, cats, livestock and wildlife.
- Disease symptoms in domestic animals.
- Autoclaving and surgical pack preparation.
- Aseptic surgical techniques.
- Animal care and husbandry.
- County customer service objectives and strategies.

Skills and Abilities to:

- Identify normal and abnormal animal behavior and symptoms of rabies and other animal disorders.
- Care, feed, and safely handle animals to avoid injury to persons/animals.
- Properly store and maintain inventory of medical supplies, including Schedule II narcotics.
- Apply laboratory analysis techniques.
- Provide technical guidance to departmental staff on euthanasia techniques.
- Read, understand, interpret, and apply department policies and procedures.
- Prepare reports and other written material in a logical, concise, and accurate manner.
- Maintain accurate records and files.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: completion of a two-year curriculum in animal health technology, or equivalent (as determined by the State of California Board of Examiners in Veterinary Medicine).

Note: One year of experience in an animal hospital and/or public animal control agency is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of animals weighing up to 50 pounds. Continuous upward and downward flexion of the neck; sufficient manual dexterity and hand-eye coordination in assisting with surgical operations.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Current registration in the State of California as a Registered Veterinary Technician at time of appointment and must be maintained throughout employment in this class.

Working Conditions

Work is performed outdoors and in animal shelter environments in varying temperatures; exposure to excessive noise, animal waste, dead animals, sewage, and zoonotic diseases.

May work shifts, weekends, and holidays at animal shelters throughout the County of San Diego.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 17, 1986
Revised: May 8, 2001
Reviewed: Spring 2004
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